

Report for Week Ending 20 March 1957
from
RECORDS DISPOSITION BRANCH

Contributions:

Intangible

At the request of TSS, inquiries are being made to other Agencies for a copy of an invitation sent to Civil War Veterans to attend the 75th Anniversary of the Battle of Gettysburg.

Tangible

✓ The revised Records Control Schedule for the Audit Staff has been approved and transmitted to that office for application. Records holdings amounted to 60 cubic feet and are filed in 14 pieces of filing equipment. Approximately 27% of the records are of permanent value, the remainder will be destroyed or retired in accordance with the schedule's disposition instructions.

Assignments (Active)

Project 6-40 - Office of Central Reference

✓ 476 separate series of records amounting to 26,247 cu.ft. have been inventoried and entered on preliminary records control schedules. Only Machine Division and part of Document Division is yet to be inventoried. Project is 66% complete.

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Project 6-81 - Office of Logistics

The Records Control Schedule has been approved by the Records Management Staff and returned to O.L. for application. Authority for the disposition of 4 items on the schedule will be secured from the National Archives. Project is 99% complete.

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A review of the Records Control Schedule for the Office of the Comptroller has been made. However, before approval by the Management Staff, an effort is being made through coordination with the Area Records Officer to have certain long time retention periods reduced.

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Report for Week Ending 20 March 1957
from
PROJECT STAFF

2. Projects Active

- a. Portable Desk Tray
- b. The installation of the Agency Filing System in OSI continues. During the past weeks the system was installed in the Intelligence Production Staff and we are presently working in Collection Staff. This project is approximately 35 per cent complete. ✓
- c. SOB Voucher Numbering System. At a meeting with [] and his Staff it was decided that copies of the form should be furnished the Simplex Time Clock Company for testing their proposal. 25X1
- d. Shelf Filing--Industrial Register. A proposal has been prepared ✓ which will provide for a 44 per cent savings in present space required for IR files.
- e. Shelf Filing--Biographic Register.
- f. Inter-Agency Chain Envelope.
- g. Regulations Control Staff Index to regulatory issuances. ✓
- h. Combined Courier Receipt and Log Form. Several contacts were ✓ made in the DD/I and DD/S Area for the purpose of obtaining working level concurrences.

3. News

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[] of DD/P, Staff "D" and []
OCI Security Officer accompanied last weeks trip to the repository.
The purpose of this trip was to review Staff "D" materials on deposit. 25X1

A special trip was made to the repository to accommodate a work detail of four employees from ORR/Maps Division.



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Report for Week Ending 20 March 1957
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

1. Contributions

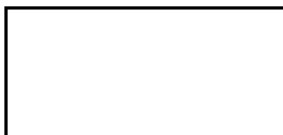
- a. Completed evaluations on Employee Suggestions 2738 and 2855 pertaining to Correspondence Assembly Reference Tabs and 8"x 5 $\frac{1}{4}$ " size Letterex, respectively. In connection with the former suggestion, developed a revised tab which will be tested in selected offices.
- b. Completed about 20% of the drafting of the proposed Agency handbook, Installing and Operating a Reports Management Program.

2. News

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- a. [redacted] and I attended the IRAC meeting on form and guide letters. The following persons from Operating Offices also attended:

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ORR
ORR
Comptroller
- Logistics Registry

- b. Distribution of the pamphlet "The Correct Angle" was made in DD/P, and requests for typewriter lift boxes are being received by BSO's.



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Report for Week Ending 20 March 1957
from
Forms Management Branch

1. Contributions:

a. Tangible

- (1) Forty-four actions were completed during the week which will involve the printing of 1,283,920 copies, or sets, of blank forms. This represents an increase of 33 1/3 per cent in the number of actions and an increase of 1,167,220 copies over last week.
- (2) Actions were completed on five new and eight revised forms during the week. Three forms were redesignated.
- * (3) During the week orders were placed and expedited on Form No. 1b, for 53,000 sets. This form had one small change. Orders were also placed on an expedite basis for 72,000 sets of Form No. 1c.

b. Intangible

- 25X1 (1) Discussions were held by [redacted] Top Secret Control Officer and [redacted] of the Office of Security to formulate Agency policy in connection with Document Security Indications being developed within the IAC-AHIP group. 25X1
- 25X1 ** (2) Proofs on Forms No. 1K, 1K-1 and 1K-2 were coordinated with [redacted] of the Office of Communications and [redacted] DC/RC/RQM/DD/P. This coordination resulted in minor changes and the proofs were subsequently approved and returned to printer. 25X1
- (3) Proofs on the Dispatch Forms, Form 53, 53a, 53b, and 53c were received from the printer and with minor corrections were approved and returned.

2. Assignments

a. Active

- (1) Actions are currently pending on six new and twelve revised forms.

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- * Combined [redacted] 14g. Information Report Form and Continuation Sheet (9 record copies for Field and an offset master for 14g.) Ties in with DDP's expanded field report program.
- ** Teletyped Information Report Forms

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Report For Week Ending 19 March 1957
From
Records Center

During this week the following accessions were made:

OCR	877 Cu. Ft.
COMPT	6 " "
MS	1 " "
ORR	4 " "
OSI	1 " "
Sub-Total:	<hr/> 889 Cu. Ft.
Finished Intelligence	21 " "
Total:	<hr/> 910 Cu. Ft.

V M Material	617 Cu. Ft.
Records Holdings	20,806 " "
Distribution Material Holdings	10,462 " "
Total:	<hr/> 31,885 Cu. Ft.

Distribution Material Disposed of at Center	4 Cu. Ft.
Distribution Material Transferred from Center	17 " "
Records Disposed of at Center	12 " "
Records Transferred from Center	0 " "

Accessioning

The 831 cubic feet of records accessioned this week are those retired by the Library/Acquisition Branch in February.

Reference

The Center reclassified in accordance to the Agency and Defense Department Regrading Bulletins 867 documents of OCR material.

Disposal

A meeting is being arranged between the Chief, Records Center and ☐ Officials to determine a plan of action for the destruction of approximately 1100 cubic feet of material which is stored on carts and pallets in the main aisles obstructing reference service.

Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,978	9,932	11,910
DD/P	2,664	6,066	8,730
DD/S	1,082	6,778	7,860
DD/S (Compt.Grilled Area)	339	141	480
DD/I	364	6,446	6,810
DD/I (Grilled Area)	1,862	1,918	3,780
DCI	37	23	60
Map Negative	<u>673</u>	<u>917</u>	<u>1,590</u>
TOTAL:	8,999	32,221	41,220

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